

## Special Education School Transport Assistance Application for Review

***Please read the information on this page before completing the review form***

<b>What is the review process for?</b>	<p>The review process is used to re-consider a decision which has been made about an application for special education school transport assistance (SESTA). The review is able to consider any aspect of the decision-making process including:</p> <ul style="list-style-type: none"><li>• Determining the student's eligibility for assistance</li><li>• Identifying the nearest school able to meet the student's needs</li><li>• Identifying the type of assistance to be provided</li><li>• Determining the level of assistance to be provided</li></ul>
<b>What is the review process NOT for?</b>	<p>The review process is <b>not</b> used to consider the present policy. It is only used to re-consider the assistance decisions which have been made.</p>
<b>Who will review this decision?</b>	<p>This application for review will be considered by a panel of managers from the ministry's National Office and will take into account advice from the caregiver, local ministry special education staff and the local Service Agent.</p>
<b>Will I be told when my application has been reviewed?</b>	<p>Yes. Receipt of the completed Review Application Form and any relevant background papers will be acknowledged within 5 days of their receipt in the ministry's National Office. Once the Review Panel has met, caregivers, ministry Special Education staff and Service Agents will be contacted again with the final decision.</p>
<b>How long does the review process take?</b>	<p>The length of time taken to review a SESTA decision varies according to the complexity of the situation. Schools and caregivers can assist in the speedy completion of reviews by providing complete information on request from the Service Agent or the ministry. It is expected that the process should take no more than 25 working days providing all relevant information is provided.</p> <p>Please note that if all relevant information is not provided it is likely to result in a delay in processing the application.</p>
<b>Am I responsible for any costs during this process?</b>	<p>While the review process is taking place caregivers are responsible for any costs over and above the level at which assistance has been approved by the ministry. In the event that the review is successful any additional assistance approved will be backdated to the original approval date.</p>
<b>Supporting material</b>	<p>If you find there is insufficient space to record your reasons for review please attach further supporting material as you see fit.</p>
<b>How do I complete this form</b>	<p>Part A of this form should be completed by, or in discussion with, the caregiver. This is then sent to Special Education who will provide additional information to inform the process. The ministry's Service Agent will also be asked to provide additional information using this form before it is sent to the ministry's National Office to process.</p>





## Section C – Additional Information from Service Agent

Student Name

### **Cost Details**

Detail type of provision and cost per trip

Current provision:		Cost:	\$ _____
Requested provision:		Cost:	\$ _____
Any previous assistance:		Cost:	\$ _____

### **Home to School Distance**

Distance information under section B completed?

yes

no

### **Alternative Options**

Please detail below any alternative options for transport that may not previously have been considered (e.g, conveyance allowance, taxi sharing, bus, car-pooling, etc):

### **Additional Information**

Include here any information you feel will be useful to the process – including any relevant historical or local information.

Please provide any additional information below that will inform the review process:

***Please ensure that a copy of the original request for SESTA is attached to this form.***

Signed: \_\_\_\_\_ Name: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
Service Agent please print

**Please return completed and signed parts A, B and C to Business to Business, Resourcing Division at the Ministry of Education, National Office, PO Box 1666, Thorndon, Wellington.**